

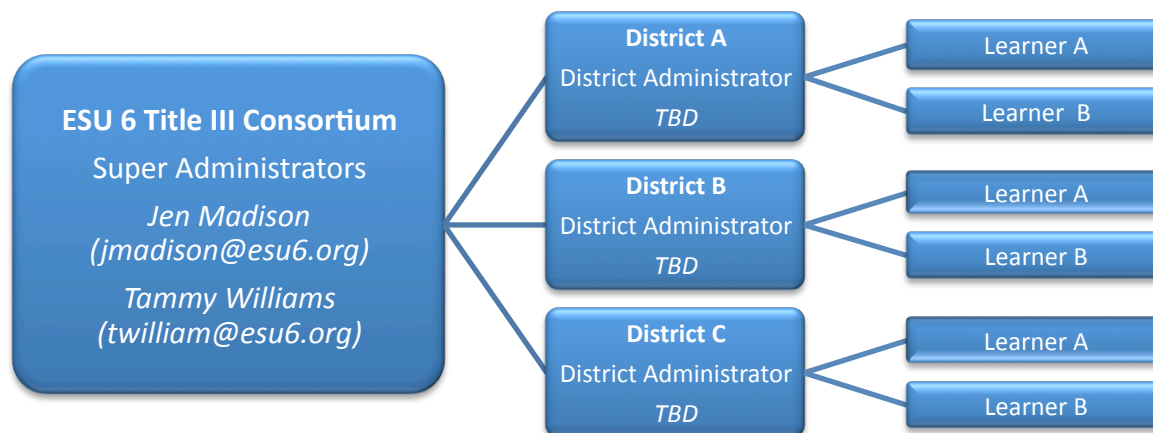
## ESU 6 Title III Consortium

### Rosetta Stone Classroom Version 3 Online

#### District Administrator Instructions

We are so glad your district is taking advantage of our consortium purchase of Rosetta Stone Classroom Version 3 Online! Contact Jen Madison ([jmadison@esu6.org](mailto:jmadison@esu6.org)) or Tammy Williams ([twilliam@esu6.org](mailto:twilliam@esu6.org)) with questions.

#### System Organization



#### District Administrators

Each district using the program is assigned one District Administrator. The District Administrator can manage memberships, manage learner data, and manage learner curricula.

#### To Access your District Administrator Account:

1. Contact Tammy Williams or Jen Madison to obtain your username and password.
2. In your Internet browser, go to this address: <http://esu6.rosettastoneclassroom.com>
  - Rosetta Stone's "Quick Start Guide" can be downloaded from this screen. It provides step by step instructions for users to log in for the first time and begin using the system.
3. Login to your account using the assigned username and password.
4. Once logged in, you can access a variety of tools:
  - Click on "First Time Users" and then "Check System Readiness" to verify that your computer is ready to use the system.
  - In the "Support" tab, click on "tutorials" to view brief videos of how to use the Manager tools.
  - In the "Documentation" tab, click on the "Rosetta Stone® Manager Administrator's Guide" to download a helpful how-to guide. District Administrators will find pages 20-54 important for managing curricula, learners, and reports.
5. Click on "Launch Rosetta Stone Manager" to begin managing the users, curricula, and reports for your district group.
  - To change your password, click on the "Administrators" tab, and select "Manage". Select your name. From this screen, click on the lock symbol and change your password. Click "Save Changes" when finished.
  - To manage learners, curricula, and reports, please see the "Rosetta Stone® Manager Administrator's Guide". To access, see step four above.

A screenshot of a web form for changing a password. The form has a red border and contains the following fields: 'First Name: \*' with the value 'Jen', 'Last Name: \*' with the value 'Madison', 'Password: \*' with a lock icon, and 'Confirm Password: \*' with asterisks. A red arrow points from the text 'click on the lock symbol' in the list above to the lock icon in the password field.

## To Register Learners

Currently, only Jen Madison and Tammy Williams at ESU 6 can register new users. Please email Jen or Tammy with the following information for each learner:

- First Name
- Last Name
- District / School
- Grade Level / Role (parent, teacher, etc.)
- \*Email Address
- Language of Study (If Title III funds are to be used for languages other than English, please provide a brief reason.)

*\*Users are sent a confirmation email with login information. District Administrators may opt to use their own email address rather than students' email addresses.*

Please expect up to three business days for learners to be registered. The district administrator will be notified via email when the learner has been registered.

**Please contact Tammy Williams or Jen Madison if a learner should be deactivated since other learners can use these licenses!**

## System Requirements

Please "Check System Readiness" (in the "First Time Users" menu).

Note that the program works most consistently with a USB headset. Email Jen for a list of specific models recommended by Rosetta Stone or **request to borrow headsets from ESU 6.**

What type of headset-microphone should I use with Rosetta Stone?

### Choosing a headset microphone

You will need a USB headset in order to use the Speech Recognition feature in Rosetta Stone Version 3. We also recommend that the headset has a directional microphone and noise-cancellation capability. The microphone part of the headset should easily adjust into a consistent position 1-2 inches from the corner of your mouth.

*Note:* The preferred headset microphone would be certified for speech recognition, either by the vendor or a third party.



## Cost

The ESU 6 Title III Consortium has already paid for 35 licenses to be used by consortium districts. **As long as the users registered through your district qualify for use of Title III funding, no additional costs are incurred for registration.** (Generally, this means that the user must be an English Language Learner in your district. If you have questions about whether or not a user qualifies, please contact Jen Madison.) Hardware is the responsibility of the district. Headphones may be reimbursable through Title III funds.

Contact Jen Madison ([jmadison@esu6.org](mailto:jmadison@esu6.org)) or Tammy Williams ([twilliam@esu6.org](mailto:twilliam@esu6.org)) with questions.

## Rosetta Stone Manager Version 3 On Demand Training

**TRAINING** is often the single most important factor in customer success. The better a customer understands how to use Rosetta Stone®, the higher their level of success and overall satisfaction, and the more likely they are to renew a contract or purchase additional product.

### Pre-recorded Sessions

Pre-recorded sessions are now available online in Rosetta Stone Manager under the "Info" tab. You can also provide these sessions directly to customers via WebEx by sending them this link: [rosettastone.webex.com](https://rosettastone.webex.com). Links for specific topics are provided below.

#### **Administration – Groups**

<https://rosettastone.webex.com/rosettastone/k2/e.php?AT=RINF&recordingID=19453917>

#### **Administration – Roles**

<https://rosettastone.webex.com/rosettastone/k2/e.php?AT=RINF&recordingID=19453937>

#### **Administration – Administrators**

<https://rosettastone.webex.com/rosettastone/k2/e.php?AT=RINF&recordingID=19453932>

#### **Curricula**

<https://rosettastone.webex.com/rosettastone/k2/e.php?AT=RINF&recordingID=19476532>

#### **Learners and Lists**

<https://rosettastone.webex.com/rosettastone/k2/e.php?AT=RINF&recordingID=19476747>

#### **Reports**

<https://rosettastone.webex.com/rosettastone/k2/e.php?AT=RINF&recordingID=19476737>

